

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: April 20, 21, 2005

Division: Monroe County

Bulk Item: Yes XX No

Department: Fixed Asset Surplus

Staff Contact Person: Divina D. Speer

AGENDA ITEM WORDING: Approval to remove surplus equipment from inventory via disposal.

ITEM BACKGROUND: See attached schedule

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS:

TOTAL COST: N/A

BUDGETED: Yes No

COST TO COUNTY: N/A

SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:


(KEVIN MADOK, Assistant Finance Director)

DOCUMENTATION: Included Yes Not Required

DISPOSITION:

AGENDA ITEM #

Revised 2/05

4/5/2005

Board of County Commissioner
April 20, 21, 2005

SCHEDULE OF SURPLUS ITEMS		ITEM BACKGROUND	AMOUNT		BOCC ACTION
County ID #	Description		Original Value	Estimated Present Value	need approval to-
1 0202-508	Computer	beyond economical repair	\$1,566.00	\$0.00	remove from inventory and dispose
2 0800-312	Computer	beyond economical repair	\$2,026.00	\$0.00	remove from inventory and dispose
3 0800-349	Computer	beyond economical repair	\$807.99	\$0.00	remove from inventory and dispose
4 0902-523	Braising Pan	beyond economical repair	\$5,367.00	\$0.00	remove from inventory and dispose
5 0903-964	Computer	beyond economical repair	\$1,747.00	\$0.00	remove from inventory and dispose
6 0920-475	Computer	beyond economical repair	\$1,802.00	\$0.00	remove from inventory and dispose
7 0920-465	Flail Mower	beyond economical repair	\$1,567.00	\$0.00	remove from inventory and dispose
8 0940-491	Computer	beyond economical repair	\$2,127.00	\$0.00	remove from inventory and dispose
9 0940-506	Flail Mower	beyond economical repair	\$1,567.00	\$0.00	remove from inventory and dispose
10 1001-552	Computer	beyond economical repair	\$2,074.00	\$0.00	remove from inventory and dispose
11 1002-408	Computer	beyond economical repair	\$1,975.00	\$0.00	remove from inventory and dispose
12 1007-020	Computer	beyond economical repair	\$2,160.00	\$0.00	remove from inventory and dispose
13 1102-146	Computer	beyond economical repair	\$1,314.00	\$0.00	remove from inventory and dispose
14 1419-067	Printer	beyond economical repair	\$2,323.00	\$0.00	remove from inventory and dispose
15 1807-055	Base Radio	beyond economical repair	\$4,728.75	\$0.00	remove from inventory and dispose
16 2300-088	Digital Camera	beyond economical repair	\$1,007.00	\$0.00	remove from inventory and dispose
17 2300-105	Laptop Computer	beyond economical repair	\$2,901.00	\$0.00	remove from inventory and dispose
18 2300-109	Laptop Computer	beyond economical repair	\$2,901.00	\$0.00	remove from inventory and dispose
19 2300-107	Computer	beyond economical repair	\$2,454.00	\$0.00	remove from inventory and dispose
20 2300-108	Projector	beyond economical repair	\$3,059.99	\$0.00	remove from inventory and dispose
21 2401-374	Computer	beyond economical repair	\$1,130.00	\$0.00	remove from inventory and dispose
22 3000-056	Distance Measurer	beyond economical repair	\$945.00	\$0.00	remove from inventory and dispose
23 3000-143	Blueprint Multicopy Machine	beyond economical repair	\$7,670.00	\$0.00	remove from inventory and dispose
24 3000-185	Computer	beyond economical repair	\$2,371.00	\$0.00	remove from inventory and dispose

RECEIVED MAR 03 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: _____

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0202-508	GPBZW	Computer	9/3/98	\$1,566.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX **APPROVAL TO ADVERTISE FOR BIDS.**
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken – Beyond economical repair

PREPARED BY: Divina D. Speer **DATE:** _____
PRINT NAME: Divina D. Speer

DIVISION DIRECTOR APPROVAL: _____
PRINT NAME: Danny L. Kolhage

TECHNICAL SERVICES APPROVAL: _____
PRINT NAME: JIM VAN TASSEL 3/1/05

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: David Owens

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0800-312	6XSV6	Computer	08/09/96	\$2,026.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX **APPROVAL TO ADVERTISE FOR BIDS.**

 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Too costly to upgrade

APPROVED BY: _____

PRINT NAME: _____

SAL ZAPPULLA

DATE: _____

5/31/05

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: _____

SHEILA BARKER

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME: _____

JIM VAN TASSEL

MONROE COUNTY INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER STOP #8

FROM: Connie Cyr-County Administrator's Office

PROPERTY CLERK, FINANCE DEPT.

DATE: 3/1/05

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0800-349		Printer- Mr. Willi's	11/15/96	\$807.99/0

CHECK ONE (1) APPROPRIATE LINE BELOW.

____ APPROVAL TO ADVERTISE FOR BIDS.
xxxxxx APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
____ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: ____

REASON FOR REQUEST:

Per Tech Services, printer is no longer good.

PREPARED BY: Connie Cyr
PRINT NAME: Connie Cyr

DATE: 3/01/05

DIVISION DIRECTOR APPROVAL: Thomas J. Willi
PRINT NAME: Thomas J. Willi

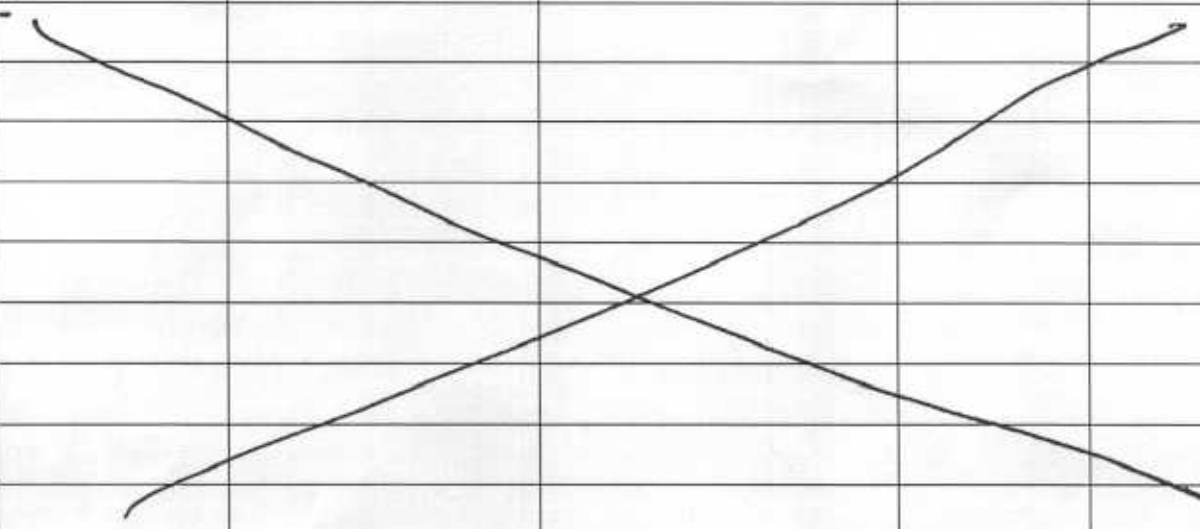
**MONROE COUNTY
INVENTORY DELETION REQUEST**

RECEIVED MAR 28 2005

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

DATE: _____

FROM: Gina Carmona
Detention Center

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0902-523	27-1023213	Braising Pan	2/1/94	\$5,367.00/\$0
				

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX **APPROVAL TO ADVERTISE FOR BIDS.**

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

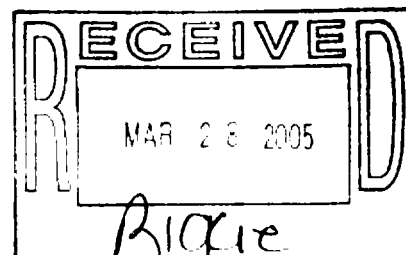
Broken – Beyond economical repair

APPROVED BY: 
PRINT NAME ROBERT STONE

DATE: 3/24/05

DIVISION DIRECTOR APPROVAL: 
PRINT NAME DENT PIERCE

3/28/05



10/28/2003

MAR - 3 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

Rickie

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Miguel Carbonell
Facilities Maintenance

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0903-964	GC2ID	Computer	02/10/00	\$1,747.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW

XXXXX APPROVAL TO ADVERTISE FOR BIDS
 _____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 _____ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Old - Obsolete - No longer in use - Beyond economical repair

APPROVED BY: *John D. King*
 PRINT NAME: JOHN KING

DATE: 3/3/05

DIVISION DIRECTOR APPROVAL: *Dent Pierce*
 PRINT NAME: DENT PIERCE

TECHNICAL SERVICES APPROVAL: *Jim Van Tassel*
 PRINT NAME: JIM VAN TASSEL

RECEIVED MAR 08 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

DATE: _____

FROM: Miguel Carbonell
Facilities Maintenance

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0920-475	BC7KM	Computer	09/23/97	\$1,802.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX **APPROVAL TO ADVERTISE FOR BIDS.**
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Old - Obsolete - No longer in use - Beyond economical repair

APPROVED BY: John W. King
PRINT NAME: JOHN KING

DATE: 2-9-05

DIVISION DIRECTOR APPROVAL: Dent Pierce
PRINT NAME: DENT PIERCE

TECHNICAL SERVICES APPROVAL: Jim Van Tassel
PRINT NAME: JIM VAN TASSEL

received
PC 2/9/05

**MONROE COUNTY
INVENTORY DELETION REQUEST**

RECEIVED MAR 23 2005

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: Jody Diezel
Roads Department

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0920-465	SH746006	Flail Mower	3/26/97	\$1,567.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

_____**APPROVAL TO ADVERTISE FOR BIDS.**
XXXX **APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.**
_____**APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO:** _____

REASON FOR REQUEST:

Cannibalize and used for parts

APPROVED BY: *John W. King*
PRINT NAME JOHN KING

DATE: 3-23-05

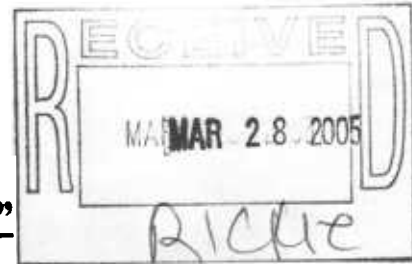
DIVISION DIRECTOR APPROVAL: *Ch P*
PRINT NAME DENT PIERCE

3/28/05

received
100 3/23/05

RECEIVED
R **D**
MAR 28 2005
BIGGS

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST



TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

DATE: _____

FROM: Jody Diezel
Roads Department

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0940-491	D09X8	Computer	1/27/98	\$2,127.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX **APPROVAL TO ADVERTISE FOR BIDS.**
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Beyond economical repair

APPROVED BY:
PRINT NAME: JOHN KING

DATE: 3-23-05

DIVISION DIRECTOR APPROVAL: 3/28/05
PRINT NAME: DENT PIERCE

TECHNICAL SERVICES APPROVAL: 3/31/05
PRINT NAME: JIM VAN TASSEL

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: Marty Gates
Roads & Bridges

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0940-506	SH74-58258	Flail Mower	1/13/97	\$1,567.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW

XXXXXX APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

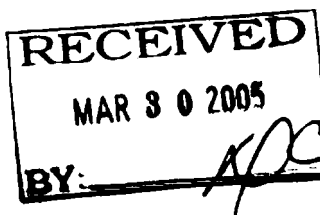
REASON FOR REQUEST:

Cannibalize – Used for parts

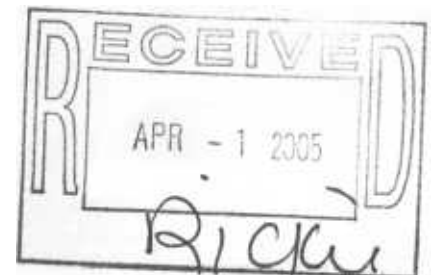
APPROVED BY: John W. King
PRINT NAME JOHN KING

DATE: 3-31-05

Acting DIVISION DIRECTOR APPROVAL: Beth Leto for
PRINT NAME DENT PIERCE



OMB FORM REVISED 10/28/2003



MEMORANDUM

TO: Thomas J. Willi
County Administrator

FROM: Dent Pierce, Director
Public Works Division

DATE: April 4, 2005

RE: Absence of Division Director



Please be advised that I will be of the office for medical reasons beginning 4/4/05-5/19/05 (approx). Since my recovery timeframe is unknown, I do not know my return date at this time.

During my absence, Beth Leto, Sr. Administrator for Public Works, will have full authority to act in my behalf including attendance at meetings and execution of all fiscal, payroll, and agenda documents.

Should you need to reach Beth during this time frame, her phone numbers are:

County Ext. 4560

Cell 797-1513

Home 292-8677

cc: Danny L. Kolhage
Sheila Barker
Jim Malloch
Tim McGarry
Reggie Paros
Public Works Department Heads
✓ Finance
OMB
Payroll
Purchasing

MONROE COUNTY INVENTORY DELETION REQUEST

RECEIVED MAR 03 2005

TO: DIVINA D. SPEER STOP #8

FROM: Charles L. Ingraham

PROPERTY CLERK, FINANCE DEPT.

DATE: 2/24/05

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1001-552	UD042	Dell computer & monitor Barry Deeds office, Plantation Key	2/17/99	\$2014.00 / 0
	84779DR8TT	Dell monitor PLANTATION Key		
	2279S3FJV39	Dell monitor PLANTATION Key		

CHECK ONE (1) APPROPRIATE LINE BELOW:

xxxxxxx

APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Computer is obsolete, not able to be repaired as per Technical Services. Monitors are not in working order.

PREPARED BY: Patricia A. Barker
PRINT NAME: Trish Barker

DATE: 2/24/05

DIVISION DIRECTOR APPROVAL: Charles L. Ingraham
PRINT NAME: Charles L. Ingraham

TECHNICAL SERVICES APPROVAL: Jim Newhouse 3/1/05
PRINT NAME: Jim Newhouse

RECEIVED MAR 03 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: KELLY PAPA
GROWTH MANAGEMENT

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1002-408	UJDQI	Computer	03/03/99	\$1,975.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW.

XXXXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken - Beyond economical repair

DIVISION DIRECTOR APPROVAL:


PRINT NAME:


TIMOTHY MCGARRY

3/2/05

TECHNICAL SERVICES APPROVAL:

PRINT NAME:


JIM VAN TASSEL

3/2/05

RECEIVED MAR 03 2005
RECEIVED FEB 28 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: KELLY PAPA
GROWTH MANAGEMENT

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1007-020	FJPWS	Computer	07/19/98	\$2,160.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX **APPROVAL TO ADVERTISE FOR BIDS**
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken - Beyond economical repair

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

Timothy McGarry
TIMOTHY MCGARRY

2/17/05

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

Jim Van Tassel
JIM VAN TASSEL

3/10/05

RECEIVED

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: Jean Brohaugh
T D C

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1102-146	EMQ2J	Computer	5/15/98	\$1,314.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

 APPROVAL TO ADVERTISE FOR BIDS.
 XXXX _____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 _____ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken – Beyond economical repair

DIVISION DIRECTOR APPROVAL:

PRINT NAME: LINDA STUART

TECHNICAL SERVICES APPROVAL:

PRINT NAME: JIM VAN TASSEL

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: Pamela Johnson
Key Largo Trauma Office

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1419-067	JPGH001465	Printer	08/31/94	\$2,323.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXX **APPROVAL TO ADVERTISE FOR BIDS**
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Too costly to upgrade – Old – Obsolete – Beyond economical repair

APPROVED BY: Brenda Beckmann
PRINT NAME BREND A BECKMANN

DATE: 03/16/05

DIVISION DIRECTOR APPROVAL: Clark Martin
PRINT NAME CLARK MARTIN

RECEIVED

MAR 21 2005

BY: FIRE RESCUE

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina Speer – Stop #8
Property Clerk, Finance Dept.
DATE: 3/1/05

FROM: Jerry Eskew

3/1/05

RECEIVED MAR 04 2005

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1807-055	45019	Johnson Base Radio	9/30/91	\$4,728.75/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW.

XXXXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE

REASON FOR REQUEST:

Obsolete- No longer in use – Too costly to upgrade

APPROVED BY: Louis Latorre
PRINT NAME LOUIS LATORRE

DATE: 3-1-05

DIVISION DIRECTOR APPROVAL: James Malloch
PRINT NAME JAMES MALLOCH

3/3/05

MONROE COUNTY

"COMPUTER RELATED EQUIPMENT"

INVENTORY DELETION REQUEST

TO: Divina Speer _____

FROM _____

PROPERTY CLERK, FINANCE DEPT. _____

Doug Gregory
Ext. Service

DATE: 3/23/05

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
2300-088	1021171	Olympus D-600L DIGITAL Camera	9/97	orig: 1007.00
2300-105	VQWHS	Dell Latitude CP1A 400XT	2/00	orig: 2901.00
2300-109	VPPDN	Dell Latitude CP1A 400XT	2/00	orig: 2901.00
2300-107	GXUNB	Dell GX110 COMPUTER	3/00	orig: 2454.00
2300-108	LP425Z 3DW91700278	Infocus Lumens LP425Z Projector	3/00	orig: 3059.99

RECEIVED APR 01 2005

CHECK ONE (1) APPROPRIATE LINE BELOW:

____ APPROVAL TO ADVERTISE FOR BIDS.

☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

____ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Equipment is broken or no longer effectively useful.

PREPARED BY: *Doug Gregory*

DATE: 3-23-05

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: _____

J. E. Malloch
J. E. MALLOCH

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME: _____

Jim Van Tassel
Jim Van Tassel 3/31/05

MONROE COUNTY INVENTORY DELETION REQUEST

RECEIVED MAR 14 2005
RECEIVED MAR 10 2005

TO: DIVINA D. SPEER STOP #8
PROPERTY CLERK, FINANCE DEPT.
DATE: 3/9/05

FROM: Beverette Moore
Key West Airport

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
2401-374	GNJP001	Dell PC	9/19/01	\$1130.00/ea

CHECK ONE (1) APPROPRIATE LINE BELOW:

 APPROVAL TO ADVERTISE FOR BIDS.
XXXXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO:

REASON FOR REQUEST: - Tech Services recommendation - See Attached

PREPARED BY: Beverette Moore
PRINT NAME: Beverette Moore

DATE: 3/9/05

DIVISION DIRECTOR APPROVAL: PETER HORTON
PRINT NAME: Peter Horton

Moore-Bevette

From: VanTassel-Jim
Sent: Wednesday, March 09, 2005 11:36 AM
To: Thompson-Christine
Cc: Moore-Bevette
Subject: RE: Xfer of Assets
Attachments: RE: Xfer of Assets

→ Dumpster

Jim

Jim Van Tassel
Director - Technical Services
Monroe County, Florida

Please note: Florida has a very broad public records law. Most written communications to or from the County regarding County business are public records available to the public and media upon request. Your e-mail communication may be subject to public disclosure

3/9/2005

Moore-Bevette

From: Moore-Bevette
Sent: Wednesday, March 09, 2005 9:47 AM
To: VanTassel-Jim
Subject: RE: Xfer of Assets

Jim
Can do, but your staff thought it could be used. It's not that old.
Bevette

From: VanTassel-Jim
Sent: Wednesday, March 09, 2005 8:43 AM
To: Moore-Bevette
Cc: Thompson-Christine
Subject: Xfer of Assets

Bevette

I received a transfer of County Assets form from you today.

I assume it's your old computer. If so ... please just do a delete from Inventory form. I'll sign it, then it goes to Divina. Once she has the BOCC approve it ... you send the computer to the Dumpster.

OK ??

Jim

Jim Van Tassel
Director - Technical Services
Monroe County, Florida

Please note: Florida has a very broad public records law. Most written communications to or from the County regarding County business are public records available to the public and media upon request. Your e-mail communication may be subject to public disclosure

3/9/2005

MONROE COUNTY INVENTORY DELETION REQUEST

Received and filed 2/2/05

TO: DIVINA D. SPEER STOP #8

FROM: Judith D. Layne

PROPERTY CLERK, FINANCE DEPT.

Sr. Administrative Assistant

DATE: 03/24/05

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
3000-056	90898	Elec. Distance Measurer	01/15/91	\$945.00 - \$0.00
3000-143	59V-007597	Xerox Blueprint Multicopy Mach	3/02/94	\$7670.00 - \$0.00

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXXX

APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Equipment is obsolete and serves no useful function for the operations of this division.

PREPARED BY: Judith D. Layne

PRINT NAME: Judith D. Layne

DATE: 03/24/05

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: David S. Koppel

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina Speer

FROM: Judith D. Layne

PROPERTY CLERK, FINANCE DEPT.

Sr. Administrative Assistant

DATE: 03/24/05

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
3000-185	C79C2	Dell Computer	12/29/99	\$2371.00 - \$0.00

CHECK ONE (1) APPROPRIATE LINE BELOW:

 APPROVAL TO ADVERTISE FOR BIDS.
 X APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Computer equipment is outdated and has been replaced by upgraded computers.

PREPARED BY: Judith D. Layne

DATE: 03/24/05

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: David S. Koppel

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME: _____

Jim VAN LEE
3/31/05